



JOB DESCRIPTION

Position Title: **Engineer**

Working Area: **Development Review**

Class Code: 3601 Exempt

EEO Code: 02

Effective Date: August 30,

2002

Major Function

Professional and technical civil engineering work involving the review of development applications for subdivision, site plans, and other project construction, with appropriate consideration for roadway design, traffic operations, drainage systems, water quality, stormwater management, wetlands, and flood prone areas, to insure compliance and consistency with the County Land Development Code.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Main duties will include reviews of site plans, subdivisions, and other permit application packages to assure compliance with the engineering requirements of the County Code.

Reviews project applications for sufficiency with regard to County engineering regulations. Coordinates engineering issues with other reviewers during the review of development projects, and makes recommendations to bring about consistency with established codes and regulations.

Assists in the evaluation of roadway, pavement, and stormwater management system design, as related to proposed development projects within, or affecting Seminole County.

Reviews legal descriptions and instruments for plats, deeds, and easements for dedication, as related to development proposals. Reviews driveway permits for compliance with established standards to avoid creation of drainage problems. Reviews sanitary sewer pumping stations and water distribution networks.

Performs analysis of property for flood-prone determination and meets with the public on a daily basis to provide flood-prone determination information. Performs hydraulic calculations and basin analysis.

Participates in pre-application conferences, project review team meetings, and pre-construction conferences, to assure that engineering design standards and specifications are correct and understood.

Assists with the preparation of agenda items for the Board of County Commissioners as needed.

Advises developers, engineers, and the public on County policies regarding water management, road design, and other engineering analysis issues.

Attends development Review Committee meetings and presents reports and comments on engineering and other technical issues as required by the Committee.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Engineer**

Page 2

Working Area: **Development Review**

Minimum Qualifications

Knowledge of the principles and practices of Civil Engineering as applied to Land Development. Must possess a thorough knowledge in the design of stormwater systems, potable water distribution systems, sanitary sewer collection systems, flood height determination, and hydrology for subdivisions and site plans. Knowledge of roadway design and construction is also a plus.

Ability to communicate effectively both orally and in writing. Ability to use a microcomputer and associated software systems and programs for engineering analysis, database management, document preparation, and general information management.

Bachelor's Degree in Civil Engineering or a related engineering field and a minimum of one (1) year of responsible engineering experience. Certification as an Engineer in Training is preferred.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is primarily an office situation with some fieldwork. The incumbent performs most duties while sitting at a desk, table or workstation. Incumbents in this position are exposed to electrical and radiant energy found in an office environment.